



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	Librarian I
3	<i>Posting Number</i>	PN# 102920
4	<i>Department</i>	Library Department
5	<i>Division</i>	Branch Services
6	<i>Section</i>	Southwest District*
7	<i>Reporting Location</i>	Stella Link Branch Library (7405 Stella Link)*
8	<i>Workdays & Hours</i>	Rotating Schedule*
		*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Provides professional reference, information, and readers advisory services to customers in person, by telephone, electronically, and/or by mail. Assists customers/instructs customers in accessing information using print and/or electronic resources. Furnishes information on library activities, facilities, policies and services. Assists with collection development and management. Contributes to successful marketing efforts and performs outreach activities. Participates in professional organizations, committees, attends meetings, and conferences and maintains knowledge of current developments in the library field. Participates in special programs and projects. Performs other duties essential to the achievement of efficient library operation. Does required evening and Saturday work. May require Sunday work.

WORKING CONDITIONS
Must be able to communicate effectively both orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the library to file/retrieve library materials. Position requires stooping and bending and lifting of library materials up to 20 pounds.

MINIMUM EDUCATIONAL REQUIREMENTS
Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA). No experience is required.

OR
Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and one year of professional library experience. A Master's of Library Science degree must be completed within two years from being hired into this classification.

MINIMUM EXPERIENCE REQUIREMENTS
See above.

MINIMUM LICENSE REQUIREMENTS
A valid Texas Driver's License and comply with the City of Houston policy on driving (AP 2-2).

PREFERENCES
Customer/Public Service experience strongly preferred. Ability to communicate effectively both orally and in writing. Current computer skills including Microsoft Windows and Office (Word, Excel, and Access) strongly preferred. Bilingual English/Spanish, Chinese or Vietnamese a plus.

SELECTION/SKILLS TESTS REQUIRED
None

SAFETY IMPACT POSITION ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 16
\$946 - \$1279 Biweekly \$24,596 - \$33,254 Annually

OPENING DATE February 16, 2005

CLOSING DATE March 1, 2005

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone Number (713) 837-9496. **First consideration will be given to those applications with a resume attached.** Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer